

## CHANGING AN INCORRECT ID NUMBER:

**USER MUST HAVE PROVIDER ADMINISTRATION PERMISSION LEVEL**

### Procedures To Change An Incorrect Client Unique Identification Number

1. Under the Actions menu, click on the “Unique ID Mod” and the below screen will open up. To change the incorrect ID enter the ID on the first line and then enter the correct ID on the second line titled “Correct Unique ID”
2. Complete the same process in the lower section of the screen to verify correctness and then click on the “Modify Unique ID” This will change the ID as listed unless there is an edit check listing the reason the change cannot be made.
3. Click on Cancel to return to the Client Search Screen.

MainMenu Frameset - Microsoft Internet Explorer provided by State of South Dakota

**DH94 STARS**  
TEST  
Actions  
Client Search  
Providers  
**Unique ID Mod**  
Support Tables  
Utilities  
Reports  
About  
Close

**Unique ID Modification**

Providers: Human Services Center Adult Chemical Dependency Treatment Program - Gateway

**Unique ID**  
Last 4 of SSN: 5523 DOB: 9/9/1950 Sex: F First 2 Characters of Mother First Name: LU

**Correct Unique ID**  
Last 4 of SSN: 5543 DOB: 9/9/1950 Sex: M First 2 Characters of Mother First Name: LU

**Re Enter Unique ID**  
Last 4 of SSN: 5523 DOB: 9/9/1950 Sex: F First 2 Characters of Mother First Name: LU

**Re Enter Correct Unique ID**  
Last 4 of SSN: 5543 DOB: 9/9/1950 Sex: M First 2 Characters of Mother First Name: LU

Modify Unique ID Cancel